

Proposed Administrative Budget for the City of Inglewood Successor Agency

Staff			Activities and Skills
Annual cost		Totals	
Administrative cost allowance		\$ 460,000	<p>Activities include: Prepare ROPS and budgets, administer payments, manage remaining project implementation, oversee consultants, collect debts, successor agency finance department accounting support, perform obligations pursuant to ROPS , manage property disposition inclusive of completing appraisals, facilitate preparation of environmental phase one and two assessments; oversee environmental cleanup as needed, oversee property maintenance and provide property management, manage ongoing programs inclusive of existing Grow America business funds, facilitate Noise Mitigation Program, provide litigation support as needed.</p> <p>Skills and knowledge required include: Thorough knowledge of relevant federal, state, county and local laws, regulations and procedures regarding real estate disposition and property management, applicable environmental laws, the land development process and real estate financing; public financing, budget preparation, accounting principles; grant management, monitoring, practices and procedures; purchasing and contract administration; business and financial instruments related to loan packaging and business technical assistance.</p>
City Manager 10%	\$ 33,598		
Administrative Secretary 10%	\$ 9,014		
Community Development Director 15%	\$ 27,550		
Redevelopment Manager 100%	\$ 168,765		
<i>subtotal</i>		\$ 238,927	
Remaining Admin allowance		\$ 221,073	
Full time Senior Real Estate Specialist	\$ 126,000		
Part time Senior Real Estate Specialist	\$ 40,500		
Part time Senior Real Estate Specialist	\$ 40,500		
<i>subtotal</i>		\$ 207,000	
Remaining from \$460,000 admin allowance (*)		\$ 14,073	
<p>(*) A portion of remaining balance to fund successor agency and planning division shared clerical staff</p>			